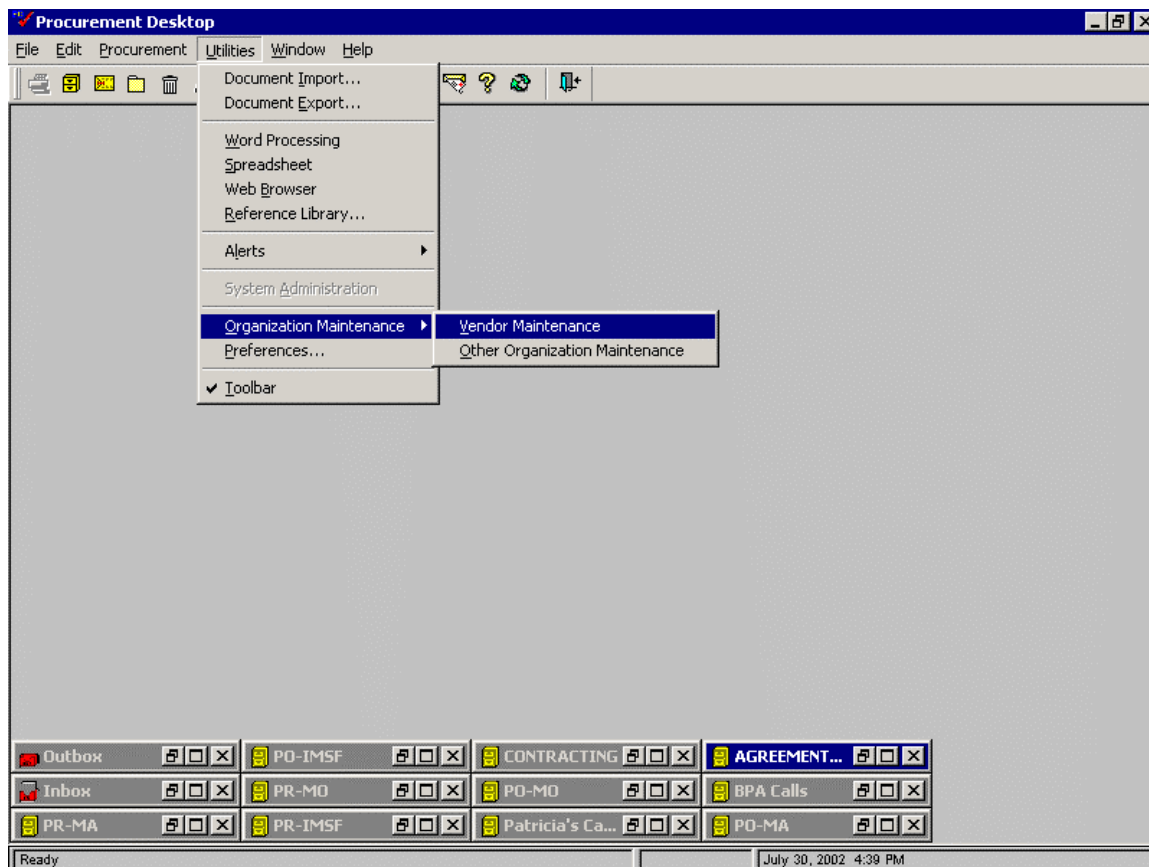**ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
FOR INTERAGENCY ACQUISTION AGREEMENTS**

To enter information for Federal Government agencies, you will need a DUNS Number, Facts Department ID (Agency's Department ID, Example: NPS' is 14), Facts Bureau ID (Agency's Bureau ID, Example: NPS' is 10), and the agency's address and telephone number. Banking information is not required.

1. Go to "Utilities."

2. Select "Organization Maintenance."

3. Select "Vendor Maintenance."

ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
FOR INTERAGENCY ACQUISTION AGREEMENTS

4. UNDER VENDOR TAB:

   A. Enter Vendor Name.
   B. Enter Vendor Code (DUNS Number).
   C. 1099 Vendor: "NO" should be selected.
   D. Vendor Type: "FEDERAL GOVERNMENT."
   E. Facts Department ID (Agency's Department ID, Example: NPS' is 14).
   F. Facts Bureau ID (Agency's Bureau ID, Example: NPS' is 10).

**ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
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5. UNDER ADDRESS TAB:

A. Enter Address Code. *
B. Enter Agency's Street Address, City, State, Zip Code, Telephone Number, and Fax Number.
C. Enter DUNS Number.

ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
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6. UNDER CONTACT TAB:

    A. Select "Add a Contact."
    B. Enter the Name, Title, Phone Number, Fax Number, Type – **Always** select "Primary,"
        and E-mail address.

**ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
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7. UNDER BANK TAB: **DO NOT ENTER ANY INFORMATION**. Federal Government
    agencies do not have banking information.

8. Once you have reviewed and verified the information you entered, select "OK."

9. Send the agency's Name and DUNS number to the appropriate individual for reviewing and
    transmitting.